

<p style="text-align: center;">Department of Administrative Services Division of Fleet Operations Policies and Procedures</p>	<p>Effective Date: 00/00/0000 Revision Date: 00/00/00</p>
<p>Subject: State Surplus Property Sales to Division Employees</p>	

A. Purpose

- 1) The purpose of this policy is to establish guidelines in accordance with Administrative Rule R28-1 to ensure that unethical acts or acts of fraud, waste or abuse are eliminated to the extent possible.

B. Policy

- 1) All division employees have an ethical obligation to ensure the policies and procedures at the Surplus operation are not violated. Surplus employees are charged with enforcement of these policies/procedures.

C. Procedures

- 1) Division of Fleet and Surplus Services employees are prohibited from conducting any surplus sales for themselves or family members.
- 2) Surplus or division management must first approve request for purchase of state surplus property by any division employee and the transaction/invoice must be signed-off by the surplus manager. No exceptions.
- 3) Division employees may not set aside surplus property for their personal purchase. Only surplus property marked and displayed for public sales may be considered, and only during public sale days and times.
- 4) All surplus property to be purchased by division employees or family members will be sold as priced. No negotiations/discounts on price will be permitted.
- 5) Surplus property will be sold as priced. The Surplus Manager is the only authorized person to make price changes or conduct negotiations.
- 6) Each surplus employee has the responsibility to ensure other division employees do not enter or inspect surplus property in the receiving/ staging area at any time prior to property being available/displayed to the public.
- 7) All surplus employees are obligated to ensure compliance with this policy and agency procedures.